

琉球大学
熱帯生物圏研究センター
瀬底研究施設
使用の手引き

User Instructions
for
Sesoko Station
Tropical Biosphere Research Center
University of the Ryukyus



April 11, 2019

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You can download this instruction from below.

<http://www.tbc.u-ryukyu.ac.jp/sesoko/user-information>

I. Application procedure for using Sesoko Station, TBRC

Any person who wishes to use the Sesoko Station, TBRC, for research work, but not those merely attending a class, **should make a formal application for each visit whether or not lodging is desired.**

※ Facility use fee is prepaid system. Refund due to self-convenience cannot be accepted.

1. **Contact:** Persons wishing to use the Sesoko station should contact the administration office of the Station (sesoko@to.jim.u-ryukyu.ac.jp), no later than 14 days before the anticipated beginning of their work. Applications are required one month in advance for practical training or use by many people.
2. **Adjustment:** Please make the following two adjustments before preparing the application form.

- 1) Permissions for the belowing cases using the Station will only be given after a consultation among the faculty staff; use a laboratory, use a boat, SCUBA dive, use special equipment that they bring along, keep organisms in the station, use of chemicals, other special requirements.
- 2) Permission for the accommodation in the station dormitory will allowed after advance adjustment with the secretary.

All persons wishing to use the Sesoko station should submit a completed application form to the administration office of the Sesoko station by fax or email before the beginning of their stay. The original application form with signature should be submitted to the administration office of the station at arrival the station. Application forms are available at the “Kenkyu Kyoryoku Ka” in the general affairs section, the offices of the department of chemistry, biology and marine science, and the website of Sesoko station (<http://www.tbc.u-ryukyu.ac.jp/ja/sesoko/guide.html>).

3. **Reception:** Office hours for turning in the application form at the Sesoko Station are 9:00-16:00 (lunch break 12:00-13:00) except Saturday, sunday and national holiday.

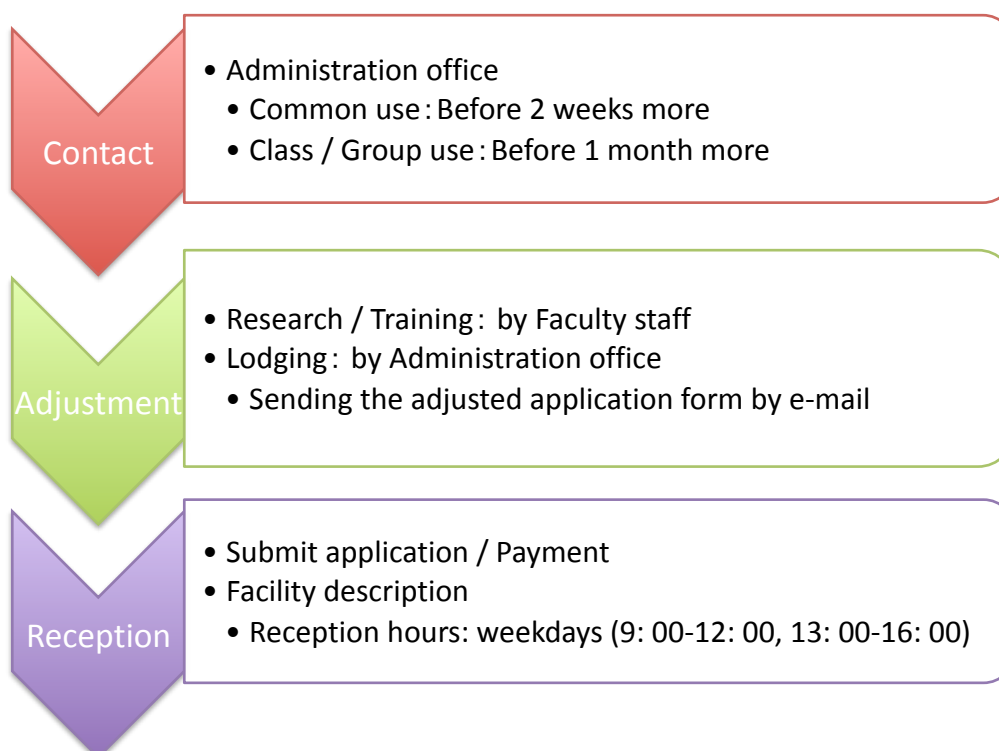
Check in time of lodging room is 15:00, check out time is 11:00.

A person scheduled to use the Station should complete all the application procedures during that period, before beginning their work. In case of late arrival, please let the administration office at the station know ahead of time.

Address: Sesoko Station, Tropical Biosphere Research Center, University of the Ryukyus, Sesoko 3422, Motobu-cho, Okinawa 905-0227 (telephone: 0980-47-2888, fax: 0980-47-4919)

Category		Season	Fee (¥)
Lodging fee with usage fee (1 night)	Researcher	(Nov～May)	900
		(Jun～Oct)	1,050
	Student	(Nov～May)	500
		(Jun～Oct)	600
Linens cleaning fee (1 set)			590
Usage fee (1 day)	Researcher		400
	Student		200

Application Procedure



II. Rules for using Sesoko station

General use

1. Don't use places other than you have permission from a staff member. (It sometimes disturbs the research activities of other users.)

Teaching laboratory, lecture room, lodging rooms, multipurpose room, washing rooms, shower rooms and dining room of the administration building are exclusive use for those who obtained the permission of the accommodation.

-IN PRACTICE-

Only trainees can use the teaching laboratory, lecture room and multipurpose room.

Prohibit admittance to the dangerous place as the building roof etc.

2. Inside footwear prepared for general use is available in the station.

(*Outside footwear isn't prepared for general use.)

3. Divide trash as follows, and bring it to garbage storage.

- Burnable trash (paper, plastic, wooden goods)
- Non-burnable trash (pottery, small electrical products, metal caps metal hanger, umbrella etc.)
- Recycling (1. Metals/aluminum, 2. NEWS Paper, 3. Glass, 4. PET bottles)
- toxic dangerous waste (batteries, light bulbs, cutlery, mercury thermometer)

Injection needles and other medical-waste like things should be thrown away at your own laboratory. The residues after dissection and unnecessary biological samples should be treated by yourself distinguishing the general trash.

4. Please inform to a staff member, if you will find any troubles on facility or equipment.

5. Watch out for the habu (poisonous snake). Use a flashlight when going out at night.

6. Be sure to close doors and windows at nighttime to prevent the invasion of rats and birds.

* We has set up net except for the bird to the building entrance.

7. Try not to spill seawater in side of the buildings.

8. Internet is available in the station. Wifi-ID will be provided from the administration office.

* Wireless router for the personal is disabled.

9. Telephone agency are not available except in emergency.

10. Smoking is prohibited inside the buildings. Smoking is allowed only in designated areas (south entrance of the administration building, entrance of the boat house and entrance of the experimental aquaculture building).

11. When leaving the station, please clean the used space. Please bring the materials and reagents you brought in.

12. For delivery of each material etc., please consult the office in advance.

13. Please pay attention to the other notice on the wall.

施設案内図
FACILITY LOCATION MAP



Accommodation

1. You can use the key of the researcher's room. Make the lending procedures at the office.
2. Please quiet in accordance with the notices of each room.
3. Conserve electricity and water. Turn off the air conditioner and lights when not in use.
4. Keep close the windows when you will leave from a dormitory room for the prevention of the rain falling in.
5. Bedspread, pillowcase and cotton blanket (summer only) are provided for the beds. Take a set of them in front of the linen closet at 3rd floor when you begin your stay, and return used them to the washing cargo at the entrance lobby.
- ☆ Bedspread and cotton blanket (summer only) is for bed use only. Please do not substitute bathrobe or bath towel.
6. Keep valuable articles with everyone. Safety deposit box or locker has been equipment in each room for storage of valuables.
7. Soap, shampoo, toilet paper, laundry soap and the trash bag are available for your use. If they run out, please inform the staff.
8. The use of shampoo and body soap is forbidden in the shower on the outer wall of administration building.
9. The multipurpose room (large dining room) is only for practice. Visitors can cook in the small dining room for oneself.

*Wright your name and a date on your food stock, and dispose of it when you leave the station.

*Make cleaning the room and washing the utensils by oneself.

10. Eating and drinking is prohibited in the student room, the laboratory, and so on.
11. Emergency exit is the auto-lock. It does not open from the outside.
12. the entrance of shower room is locked with numeric keypad. Please ask the office for the ID number.
13. When leaving the station, please clean the used space and return the bedding used to the original position.

Crime prevention

1. The entrances of the Administration building, Research building and Collaboration building are locked with numeric keypad from 17:15 to next 8:30 on office days and all day on Saturday, Sunday and national holidays. Please ask the office for the ID number. The ID number will be changed whenever necessary.
2. We lock the main gate in the above time zone. When going in and out during the administrative hours, please operate the number key by yourself.
3. Security cameras are operating at the main gate and the administration building.

Disaster prevention

1. Please be careful about handling fire. Please check the location of emergency exit, fire alarm, fire extinguisher and emergency contact address by yourself.
 2. Go away from the seashore during the Tsunami alarm announcement. *The final evacuation site for the tsunami is the Sesoko Public Hall.
 3. Please also contact the staff at emergency dialing in the event of a disaster occurring on a holiday or at night. The emergency contact list of the staff posted on the administration office is available.
 4. We may implement restrictions on use necessary for the operation of the university.
- ※Useful comprehensive information for disasters can be taken from below.

<http://www.r-center.u-ryukyu.ac.jp/userfiles/file/manual2012-english.pdf>

Attention in the typhoon

Pay attention to the weather information fully.

Japan Meteorological Agency URL, <http://www.jma.go.jp/jma/indexe.html>

Pay attention to the following general precaution in preparation for the approach of the typhoon. And follow when necessary directions from the station.

At the time of the typhoon approach

1. Remove things to be blown off by wind around the building before being in the strong wind stage. (Unexpected things are blown off by a strong wind and become weapons.)
2. Take countermeasures to outages of electricity, tap water and sea water to keep your experiment device and the breeding device.
3. When a typhoon approaches, waves and tidal currents rapidly become intense. Please pay attention to field activities, stop early.
4. Please close the building entrance and window to prevent inundation and damage caused by the storm. Be careful not to pinch your fingers at door closing, or not to topple over by strong winds.

5. Users who can go home should leave the station as soon as possible. (Sesoko bridge has been closed during the windstorm warning announcement.)

At the time of the typhoon, inside the storm area

While the storm warning is announced, there are no staff in the station. People who are unavoidably left in the station, please act with safety as the top priority.

6. The person who remains in the station isn't to go to the outside of the building without a reason.

7. Confirm the emergency address.

8. Be carefully control of the use of candle at the time of the electricity outage.

9. Save water at the time of the electricity outage. (Prohibit using of the water service except for the rest room and for the drink and the minimal cook.)

10. Until the anxiety of the strong wind disappears, the automatic doors of the collaboration building, research building and the administration building will be closed. For this time, use another entrance of each building.

Research and education activities

1. Chemicals and waste solution have been controlled by staff members. Follow the direction of them in use. **Please handle the chemical substances and waste that you bring with your own responsibility.**

2. Please maintain your personal equipment and materials at your own risk. **We will not store personal equipment after the permission period of the station.**

3. Please use the laboratories, freezers, various devices etc. which are permitted to use according to the instructions of the staff member. You cannot use equipment, tools, etc. which are not permitted to use from staff member.

4. **Formalin and other poisonous chemicals use is prohibited in the culture yard, the experimental culture building, and the experimental aquarium building.**

5. Emergency showers are installed in the collaboration building. Check them in preparation for the emergency.

6. Please go according to "Safety management rule for using the genetically engineered organisms of Ryukyu University" when you use genetically engineered organisms etc. in the Sesoko station. Please inquire of staff members when you use such organisms and the genetic laboratory.

7. Books and magazine in the library are available for use. Please consult us about the rental.

8. Applicants who wish to use the lecture room / multipurpose room / student training laboratory must make a reservation in advance to the faculty staff in charge and please do the procedure of lending keys in the office at the time of arrival.

9. There are also general users during practical training. Please be careful not to disturb each other's activities.

10. **In practice:** Don't go out without permission (especially, the sea), even if it is free time.

When going out to the sea area, it is necessary to follow "Safety regulations concerning outdoor activities of users of Sosoko station" under the guidance of the supervisor in charge.

Instruction for the histology laboratory use

- 1: Obtain the permission with the instruction for the laboratory use by supervisor as a staff in charge. The permission is effective until the end of academic year.
- 2: Write your name, institution and date on all your staffs. Small ones should be kept in any case with your name etc. Remove all staffs after the laboratory use period.
- 3: Waste chemicals should be kept in the identified tank. Never throw in the sink.
- 4: Waste bottles should be washed before throwing away. Divide them following the trash dividing.
- 5: Glass, blade, and needle should be kept in the special vessel.
- 6: Use caution when handling fire. Check the place of the fire extinguisher.
- 7: Remove all samples in the refrigerator and the freezer before departure.
- 8: Join in the periodical cleaning.
- 9: All staffs and samples without name and/or in the expiration will be thrown away at the cleaning.
- 10: Go after receiving staff guidance about the use of the embedding machine.
- 11: Fill the logbook for alcohol use (date/name/volume).
- 12: Fill the user record of the draft chamber.

Instruction in microscope use

1. The microscope and the light source are lent out under the staff witness. Please note in the "microscope / light source loan book" when you lend and return.
<In Microscope storage room>
2. Microscopes are stored on shelves for each type. Be sure to clean the microscope after use and return it to the original place.
3. Inside of the room is always dehumidified. Close the door and turn off the lights when you leave. The door should be locked after leaving.
<In use>
4. Clean promptly when you spill sea water on the microscope.
5. Please cover the microscope not in use.
6. If you have any problems on it, please inform the staff.
7. Make sure that the numbers both the case and the microscope are matched at the returning it to the case.

Instruction for the culturing organisms

1. Make "Application for use of the culturing facility at the Sesoko Station, TBRC" following staff member's directions when culturing organisms in the station. Those who wish to continue using it, need to be updated application every year.
2. Control your organisms and prevent the alien species invasion, the genetic disturbance, the infection etc.
3. Aquarium and other stuffs should be prepared by yourself.
4. Never operate the supply valve either of the sea water or air in the culture yard without

the permission. Any accident may be caused by your easy action. Your careless behavior will be a serious obstacle to the experiment.

5. Pay attention no irradiating the artificial light against the culturing organisms.

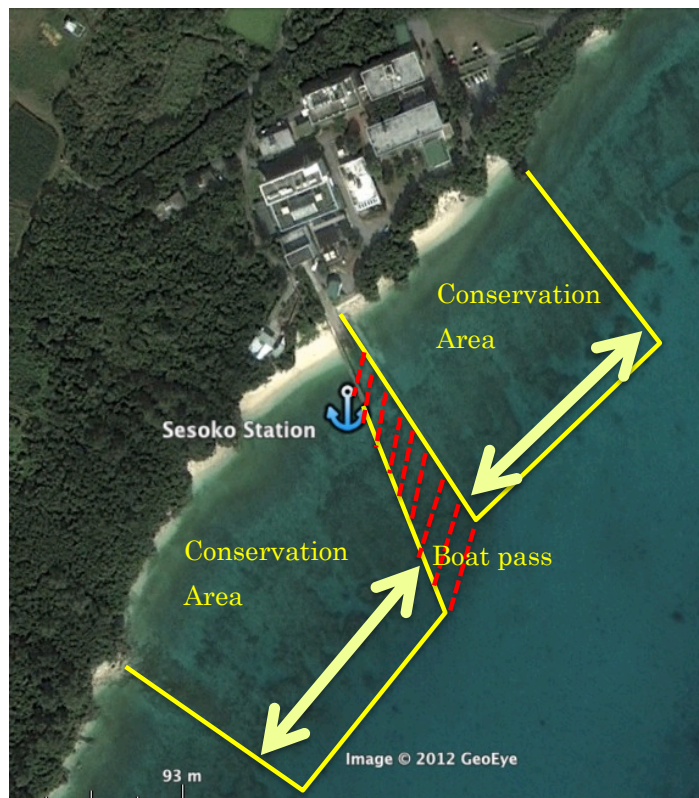
Close the roller blind of each room of the collaboration building and the experimental culture building at night so as not to leak out light to the culture yard.

General instruction for the field activity

Please follow the attached three regulations, “Safety regulations regarding field activity of the Sesoko station user”, “Instructions for boat use” and “Agreement for underwater working of the Sesoko station” for safety and comfortable field work.

1. Collection organisms form the consevation area is prohibited.

* Even outside of the conseravation area, collection be kept to a minimum.



2. Collection period and size are regulated by Okinawa Prefecture regulations for each species. Collecting organisms by using toxic or harmful substances is prohibited as well. The governor's permission is necessary for collecting corals. For more details, ask the Okinawa Prefecture government office.

3. Consult a staff member when installing any equipment in the sea. Be sure to remove it after finishing your observations and experiments.

4. Harmful and poisonous organisms inhabit coral reef. Ask a staff member if you are unsure.

5. Please make a necessary courtesy among the local community as a visitor. You can borrow a card indicating that it is under investigation from the office. After receiving the staff description, please use the card.

6. The user who wishes make SCUBA diving should submit “The Oath for Making SCUBA Diving at the Sesoko Station, T. B. R. C., Univ. Ryukyus”. Those who wish to continue, need

to be updated application every year. When diving, air tanks and weights are available from the station.

7. When conducting fieldwork near the pier, watch out for boats and small crafts.
8. When diving work on coral reef in front of the laboratory, please work by attaching a diving flag (A flag) on the tip of the pier and attaching a marker buoy to the dive site in order to prevent contact accident with the ship.
9. AED (Automated External Defibrillator) has installed in the entrance lobby
10. Follow safety regulations when conducting fieldwork.

1: Register your mobile phone number/mail address to the office for safety confirmation in case of emergency.

2: Before you go out field, fill the notebook of "Field Activity Record" with your schedule. After you return from the field, put returned time.

3: Before you go out field, leave a notice on the whiteboard as in the following example. After you return from field, erase your notice yourself. *Please make above procedure at the boat house when you will use the boat house.

Your Name (all names of your party)
Date & Time (from #: ## to #: ##)
Activity Style (e.g. SCUBA, Skin diving, Walking)
Site (e.g. Code letter from map)

☆If you find a notice remained even after planned return time, tell the staff of the station.

11. For outdoor activities at night, please separately submit an activity plan and obtain approval.

Management of diving and outdoor research equipment

1. **STORING YOUR EQUIPMENTS:** Equipment is left at your own risk at the station. The station accepts no responsibility for its loss or damage. You should remove your diving equipment, et cetera from the boathouse after finishing your permitted term for using the station.

At shower room at the courtyard

You can use drying space nearby shower room.

At boathouse

You can keep your wet diving equipment on the drying rack in the center of the boathouse. You can hang your wet wetsuits on the poles between the rack and middle pillar. Please prepare a hanger to yourself to hang your wetsuits.

2. **USING SHOWER ROOM:** A shower room at the courtyard is for your fieldwork. The door of the shower room at the courtyard is locked with the numeric keypad. There is a shower room in the boathouse as well, and it can be used after diving. Clothes, etc should be kept outside the shower room when nobody in the shower room at the boathouse. Please clean up the shower rooms after use.
3. **USING SCUBA TANKS:** You can reserve tanks that you have filled by hanging nametags on the ones you are still using. However, for safety's sake you must not keep them fully pressurized for long periods of time. You should keep at least 1 Mhp (10 Kg/cm²) pressure in stored tanks at all times. You should rinse tanks with fresh water and check the O-ring of the tank valve after use.
4. **PREVENTION OF CRIME/ACCIDENT:** The last user of the boathouse should close and

lock all entrances at the first floor of the boathouse and the pier. Do not leave the switch while operating the shutter door. When there are no users in the boathouse during the off-hours at the station, should be kept all entrances closed. When you go out diving at off-hours, you can use the slide door next to the shutter door on the first floor.

Safety regulations regarding field activity of the Sesoko station user

Field activity

1: Field activities include: investigation, observation, collection by skin diving, scuba diving, walking in the coastal area and seashore, and inland

Limitation of individual field activity

2: A user should avoid skin diving and scuba diving alone. Be sure to enforce a buddy system when specially doing scuba diving.

Arrangements before application

3: When you wish to visit the Station and conduct field work, please pay attention to the regulations. Arrange the details of your field activity with a station staff member before turning in the application form.

Record of field activity

4: Record the following items in the designated notebook before conducting fieldwork

① : participant name, ② : activity place, ③ : activity type, ④ : expected departure time, ⑤ : expected return time and ⑥ : emergency address, notice

(A station staff member checks return times. Don't forget to note your return time when you finish.)

Additional notes for field activity

5: Pay attention to the weather information and other factors.

Field activity outside office hours

6: Consult a station staff member in advance.

Emergency contact

7: Contact the following emergency addresses if something happens during your fieldwork.

Emergency contacts:

During office hour:

Sesoko station 0980-47-2888

Other than office hours (cellular phone):

Morita 090-4062-4913, Nakano 090-2588-0111

Fire station, Ambulance: 119 Police: 110 Japan coast guard: 118

Motobu police station	0980-47-4110	Hokubu prefectural hospital	0980-52-2719
Motobu fire station	0980-47-2107	Motobu Noge hospital	0980-47-3001
Nago coast guard office	0980-53-4999	Motobu clinic	0980-47-2216

Agreement for underwater working of the Sesoko station

(Purpose)

Article 1.

This Agreement, it is an object during that users of the Sesoko station to perform diving for research, to implement the smooth field research in the region and prevent diving accidents.

(Pre-procedure)

Article 2.

Who wish to diving work, must be made to adjust the facility staff for diving work before submission of use.

Article 3.

Those who carry out the diving work, must bring in their own diving equipment. Who wish to use the equipment of the facility, must be made to adjust the advance.

(Limitation of scuba diving)

Article 4.

Those who carrying out the scuba diving, must possess a national license of diving work or skill certification* of scuba diving. Efforts shall be made to ensure safety, when the work to be assumed to have a high degree. In such case, entrust or accompany a professional diver for.

*Scuba diving qualifications card (e.g. C-card) that diving guidance organization issued.

Article 5.

The user to do scuba diving are desirable to make an insurance contract to be compensated for damage due to accidents when diving.

Article 6.

Scuba diving is a general rule that you join buddy, scuba diving at night is limited to a coral reef in front of Sesoko research facility. In the case where the scheduled end time extends to the off-hours of the laboratory staff from the start of the outdoor activities, to be carried out sufficient adjustment and laboratory staff in advance.

(Limitation of skin diving)

Article 7.

During prime diving, it should be carried out by paying careful attention to safety.

Article 8.

When you want night diving and prime diving by itself, be carried out in the coral reef in front of Sesoko research facility, and be coordinated with facility staff to work before.

(Obligation of divers)

Article 9.

Conflicts of fishing regulations are strictly prohibited.

Article 10.

Users in order to collect samples designated by the regulation of Okinawa Prefecture, must prepare a copy of the permission given, and carry it during collection.

Article 11.

When collecting and research, and that you take special precautions to ensure that the fishermen and local residents.

Article 12.

Before the collection and research and diving work, you should fill out the notebook and whiteboard equipped to the office. After the work, erase the items on white board and fill out the necessary information on the notebook properly. If you want to use the boathouse, fill out and erase information.

Article 13.

The diving survey of the facility before, it should be always hoisted the diving flag.

(Miscellaneous provisions)

Article 14.

If divers/collectors, intentionally or negligently, have caused damage to other institutions, the cost corresponding to the damage should be borne by the divers/collectors.

Article 15.

For accidents raised by diving operation, collection or survey, the facility does not assume any responsibility.

Article 16.

If the facility users gave trouble in the operation of the facility or in violation of this agreement, the director is possible to stop or cancel the approval of its use.

Article 17.

Facility users should also read "safety regulations for outdoor activities of Sesoko Station users," "Guide to use" as prescribed separately, and strive to ensure the safety.

Instructions for boat use

1. Follow the captain's directions.

a) Don't jump when getting on and off the boat.

b) Move slowly on the boat.

c) Don't go into the admittance prohibition place.

d) Don't touch the boat devices without permission.

e) Keep a low posture during navigation, and don't move unnecessarily inside the boat.

f) Hold on to the hand-rail when movement is necessary.

g) Don't do misleading behavior with distress signals like taking in a loud voice.

h) Don't throw trash, filth, and so on into the water.

2. Submit a navigation plan : navigation purpose, the number of people riding, a destination and returning time, and arrangements (swimming and diving permissions) of the way of collecting it, others

3. Wear a life jacket.

4. Don't go over the maximum carrying capacity of the boat.

瀬底研究施設生物飼育許可願

Application for organisms culturing at the Sesoko Station, TBRC.

瀬底研究施設長

以下の誓約内容を了承し、下記の計画通り生物飼育をしたいので許可願います。

誓約書：飼育水槽・設備の使用に際しては貴施設の指示に従い使用者自身が管理し、飼育の一切の帰結については使用者が負うものとします。万一、貴施設の指示に従わず使用にふさわしくないと判断された場合は、貴施設において飼育生物及び装置等を随意処分されて構いません。また、返却時には貸与時の現状復帰に努めます。

To the Director of the Sesoko Station, TBRC

I require the organisms culturing mentioned below, and fully understand the terms of agreement.

Terms of agreement for using the culturing facility at the Sesoko Station: I undertake to culture the organisms shown in the plan at my own risk under the supervision of the Sesoko Station, TBRC. In case of any violation against the instructions of the Sesoko Station, I agree to remove the organisms and any other material from the culturing facility. I will return my usage facility to its original state after use.

氏名・連絡先 (Name, Portable phone # and e-mail address)	
研究テーマ (Subject of research)	
飼育生物名・飼育形態 (Name of species, State of culturing)	
使用する場所・水栓番号、水槽容量 (Place, Tap #, Volume of aquarium)	
備考(採取地・危険性・使用薬品等) (Collecting place, Venomous organisms, Chemicals etc.)	
当該年度内の使用期間 (Period of use until the end of academic year)	申請年月日 (Application Date)

同一目的に複数の水槽使用の場合は、これを原本として必要部数（水槽数）を記入：____枚

When it uses plural tanks by the same purpose, make entry of the number of necessary copies (tanks) as an original in this. :__copies

スキューバ潜水誓約書
The Oath for Making SCUBA Diving
at the Sesoko Station, T. B. R. C., Univ. Ryukyus

琉球大学熱帯生物圏研究センター瀬底研究施設長殿

わたしは琉球大学熱帯生物圏研究センター瀬底研究施設において、下記のライセンスの取得時の指示に従い、自らの責任においてスキューバ潜水を行ないます。万一スキューバ潜水にかかわる事故が生じても、貴研究施設所には一切責任を問いません。

To the Director of Sesoko Station, Tropical Biosphere Research Center

I take an oath to make SCUBA diving at my own risk under the condition limited by my license mentioned below at the Sesoko station, Tropical Biosphere Research Center (T. B. R. C.). In a case of accident in SCUBA, the Sesoko Station, T. B. R. C. will not be held responsible.

記

氏名 (印) Name in block letters and signature ;

所属 Institution ;

住所 Address and Nationality ;

ライセンスの種類、グレード、登録番号 Grade and ID number of the diving license ;

緊急時の連絡先 In case of accident notify ;

申請年月日 Application Date ;

☆この誓約書は、当該年度中有効とします。継続して SCUBA 潜水を行なう場合は、年度毎に更新して下さい。

記載された個人情報 は緊急時のみに使用され、その他の目的には使用されないものとします。

This oath is valid to the end of academic year, or the end of March. You have to renew the oath if you will make SCUBA diving after this period.

(様式第1号)

琉球大学熱帯生物圏研究センター瀬底研究施設使用申請書

平成 年 月 日

琉球大学熱帯生物圏研究センター長

申請者氏名

印

指導教員（申請者が学生の場合に限る）

氏 名

印

所 属

住 所 〒

電 話

下記のとおり使用したいので許可願います。なお、使用の際には貴センターの規定及び指示を固く守ります。

記

1. 研究テーマ

2. 使用目的

3. 使用期間 平成 年 月 日 から 平成 年 月 日 (日間)

4. 使用者内訳 (申請者を含む全員)

氏 名	性 別	所属・職	住 所・電 話
宿泊 (要・不要)	男・女		
宿泊 (要・不要)	男・女		
宿泊 (要・不要)	男・女		

5. バディの申告 (バディを含むスキューバ潜水希望者は全員記入)

スキューバ潜水希望者の氏名

センター長	研究施設長	係長	係員

(様式第1号) Example

琉球大学熱帯生物圏研究センター瀬底研究施設使用申請書

平成 Year 年 Month 月 Date 日

琉球大学熱帯生物圏研究センター長

申請者氏名 Name 印

指導教員（申請者が学生の場合に限る）

氏 名 Supervisor's name 印

所 属 Affiliation

住 所 〒 Address

電 話 Phone number

下記のとおり使用したいので許可願います。なお、使用の際には貴センターの規定及び指示を固く守ります。

記

1. 研究テーマ

Project title

2. 使用目的

Purpose of use the facility

3. 使用期間 平成 Year 年 Month 月 Date 日 - 平成 Year 年 Month 月 Date 日 (Period of use in day 日間)

4. 使用者内訳（申請者を含む全員） Name of all participants

氏 名 Name	性 別 Sex	所属・職 Affiliation	住所・電話 Address, Phone #
宿泊（要・不要） Lodging (yes / no)	男・女		
宿泊（要・不要）	男・女		
宿泊（要・不要）	男・女		

5. バディの申告（バディを含むスキューバ潜水希望者は全員記入）

スキューバ潜水希望者の氏名
Name of everyone to do scuba diving (including buddy)

センター長	研究施設長	係長	係員